

REQUEST FOR QUOTES (RFQ)

Reference Number

Title

Ouote Due Date & Time

K164 Loading Dock Door Seals and Dock

August 19, 2010 5:00pm (PDT)

Bumpers

Site Visit

WSLCB Distribution Center 4401 East Marginal Way Seattle, WA 98134 August 11, 2010 10:30 am (PDT)

Procurement Coordinator

John Farley

Phone

(360) 664-4526

Email

jsf@liq.wa.gov

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Bidders are required to read and understand all information contained within this entire quote package.

In support of the Washington State Liquor Control Board's (WSLCB's) economic and environmental goals, the WSLCB encourages bidders to consider the following elements in responding to bids. These are not a factor of award (unless otherwise specified in this document):

- Using environmentally preferable products and products that exceed EPA guidelines
- Supporting a diverse supplier pool, including small, minority, and women-owned firms
- Featuring products made or grown in Washington.

PLEASE SUBMIT BIDS VIA EMAIL DIRECTLY TO THE PROCUREMENT COORDINATOR LISTED ABOVE. EMAIL SUBMISSIONS SHOULD HAVE <u>RFQ-K164</u>, [VENDOR NAME] IN THE SUBJECT LINE

THE AWARD OF THIS SOLICITATION IS CONTINGENT UPON OFFICE OF FINANCIAL MANAGEMENT (OFM) APPROVAL. THE WSLCB DOES NOT GUARANTEE THAT A PURCHASE WILL BE MADE AS A RESULT OF THIS SOLICITATION.

2. SCOPE

The Washington State Liquor Control Board (WSLCB) is conducting this Request for Quotes (RFQ) in order to establish a Purchase Order for the purchase and installation of Loading Dock Door Seals and Dock Bumpers, at the WSLCB Distribution Center (DC) located at 4401 East Marginal Way South, Seattle, WA 98134.

Background:

The WSLCB was formed in 1933 by the Steele Act to regulate the importation, manufacture, distribution, and sale of alcohol within the State of Washington. The Mission of the WSLCB is to promote public safety by preventing the misuse of alcohol and tobacco through controlled retail and wholesale distribution, licensing, regulation, enforcement and education.

The WSLCB Distribution Center (DC), located in Seattle, distributes more than four million cases of liquor each year to locations throughout the State of Washington.

Purpose:

The purpose of this solicitation is to award a Purchase Order (PO) for replacement of ten (10) Loading Dock Door Seals and sixteen (16) Dock Bumpers.

3. SPECIFICATIONS/SERVICE REQUIREMENTS:

The awarded vendor will work in conjunction with the WSLCB project manager and any other identified WSLCB personnel to ensure that the replacement of ten (10) Loading Dock Door Seals and sixteen (16) Dock Bumpers is completed in accordance with industry standards and best practices.

3.1 General Site Dimensions:

The following general site dimensions are provided to aid in quote preparation. The Contractor is expected to verify the general site dimensions prior to quote submission.

- a. <u>Dock Door Size</u>: Dock Door Seal shall accommodate a dock door opening size of 102" wide x 120" high.
- b. <u>Dock Height</u>: Loading dock height is typically between 51" to 52" from truck apron.
- c. <u>Drive Approach</u>: Driveway has minimal to level incline approach.
- d. Service Range: Dock Doors service vehicles range in height from 11'6" to 13' 6".

3.2 Loading Dock Door Seal Requirements:

Contractor shall supply all factory assembled units, mounting hardware, and components required to complete the replacement of ten (10) Loading Dock Door Seals as stated in this solicitation. Actual dock door locations will be designated by the WSLCB.

Contractor shall provide and install new Dock Door Seals, in accordance with the following specifications:

- a. New Dock Door Seals shall be Kelly Model DSH, as manufactured by 4Front Engineered Solutions, Inc., Muskego, WI, **or equal**, to be determined by the WSLCB.
- b. Each Dock Door Seal unit shall consist of two (2) side pads and one (1) head curtain.
 - The head curtain drop shall be six (6) inches lower than the lowest trailer/truck to be serviced.
 - The head curtain shall include splits (24 inches) with hook and loop.
 - The head curtain length shall be equal to the overall unit width.
 - The head curtain shall have a rope pull assembly for adjustments, with fiberglass stays for stiffness.
 - The hood shall be aluminum bar supported.
 - All adjustment cords and devices shall be easily accessible for WSLCB employees.
 - Each side pad shall be 8" back x 15" face having a length not less than the door height.

- Side pads shall contain open-cell polyurethane foam.
- c. Each side pad shall have a yellow guide stripe
 - Stripe shall run top to bottom with a three (3) inch minimum width
- d. Overall unit side pad projection shall be six (6) inches beyond the face of the dock bumpers (4' typical)
- e. The framing shall meet the following requirements:
 - Roll-formed galvanized steel
 - Base fabric shall enclose a polyurethane foam core, chemically bonded to the steel frame.
 - Base fabric shall be woven polyester, 22oz vinyl (both sides)
 - Base fabric shall be black
 - Cover shall be double hemmed on all edges, and fastened to the side leg of the steel framing with Tek screws inserted through load spreading washers.
 - The second layer of fabric shall include for wear pleats, WP4, 4 inch exposure.
 - Fabric shall be heavy duty polyester with a polymer blend coating on both sides
 - Fabric shall TS-55 super fabric, or equal
 - Fabric shall be black
 - Fabric shall have yellow guide stripe
- f. All Dock Door Seal fabric shall meet Government Test Method Standard #191A.
- g. Contractor shall install Dock Door Seal Supports as necessary.
- h. Contractor shall ensure that all joints are finished, without snags or protrusions
- i. Contractor shall supply all components required to complete the installation and support the operational requirements.
 - Contractor shall seal all dock seal pad spaces, between door pad and building.
 - Contractor shall utilize galvanized mounting brackets and bolts to prevent rust and/or corrosion.

3.3 Dock Bumper Requirements:

Contractor shall supply all factory assembled units, mounting hardware, and components required to complete the replacement of dock bumpers at eight (8) dock doors as designated by the WSLCB. Each Dock Door requires two (2) Dock Bumpers, for a total of sixteen (16).

Contractor shall provide and install new Dock Bumpers, in accordance with the following specifications:

- a. Manufactured from nylon/polyester reinforced prime rubber.
- b. Molded rubber one-piece "L" shaped design
- c. Dimensions: 4" projection x 18" high x 18" wide
- d. Minimum durometer reading: 80 plus or minus 5
- e. Tensile strength: 950 1050 psi
- f. Impact recovery (ASTM 1170) of 95%
- g. Color: Black
- h. Bolts: 3/4" predrilled, recessed

3.4 Delivery and Installation:

Contractor shall deliver and install the Dock Door Seals and Dock Bumpers at the WSLCB Distribution Center as specified herein. Loading Dock Doors requiring new Dock Door Seals

and Dock Bumpers shall be determined by the WSLCB, and specified to the Contractor upon award.

Contractor shall verify and establish a detailed installation schedule in coordination with the WSLCB to minimize WSLCB operational conflicts and schedule delays. Delivery and installation times must be agreed upon between the WSLCB and Contractor in advance. Any changes to the schedule must be approved in advance by the WSLCB.

Contractor shall minimize disruption to DC operations and employees during the entire project, to the best of their ability.

Contractor shall coordinate the delivery and unloading of equipment and materials with the WSLCB. Temporary staging of equipment and materials will be provided outside of the DC building in areas designated by the WSLCB, to assist in minimal disruption to DC operations. Interior staging of equipment and materials will be minimal.

Contractor shall ensure removal, delivery, and installation of the Dock Door Seals and Dock Bumpers is performed in a professional manner in accordance with industry standards and best practices, and manufacturer's specifications.

Contractor shall ensure the final product shall meet the needs of the WSLCB. Contractor shall ensure installation of the finished product allows WSLCB DC personnel to maintain and replace the equipment, if needed in the future.

Prior to new Dock Bumper installation, Contractor shall remove the existing Dock Bumpers from the dock doors specified by the WSLCB. Contractor shall remove all old Dock Bumper materials and related components from the DC property.

Prior to new Dock Door Seal installation, Contractor shall remove the existing Dock Door Seals from the ten (10) dock doors specified by the WSLCB. Contractor shall remove all old Dock Door Seal materials and related components from the DC property.

Contractor shall remove debris resulting from daily work activity to the designated disposal area on a daily basis. This shall include, but is not limited to, all waste, shipping containers, construction materials, sweeping the work area, and organizing the unused goods. Upon completion of the project, Contractor shall sweep the work area and remove all waste, unused materials, and equipment from the DC.

If goods or equipment required marking, all markings must be water soluble and removable. Contractor shall remove these markings prior to completing the Punch List. Contractor shall not use a marking device which may absorb into the DC floors.

Contractor shall affix manufacturer standard safety hazards and maintenance labels to dock pad fabric surfaces

Contractor shall determine the best method for affixing dock door seals, dock bumpers, and related components to the dock door structure..

Contractor shall refrain from using welding as a method of installation, if possible. In the event that welding is necessary, Contractor must obtain pre-approval from the WSLCB. Contractor shall ensure the welded areas are free from rust, grease, and other foreign matter for a distance of at least one-half inch (1/2") from the edge of the weld. Contractor shall prevent warping in finished product, using jigs as necessary. Contractor shall grind welds smooth on exposed surfaces. All welds shall be painted to match factory finish. Welding shall be coordinated with the WSLCB to prevent negative impact to production and employee health. The WSLCB shall not accept substandard work.

Prior to placing manufacturer order, Contractor shall perform an initial field check to verify building and equipment layout dimensions. Prior to installation, Contractor shall perform a subsequent field check and immediately notify the WSLCB of any discrepancies, modifications, or conditions affecting materials and/or installation. If Contractor fails to notify the WSLCB of additional costs associated with any issues or modifications, Contractor bear the associated costs and responsibilities. All modifications must be submitted and approved by the WSLCB prior to beginning work.

3.5 General Requirements:

The work as described herein shall include, but is not limited to, all labor, materials, freight, unloading, checking, equipment, hoisting devices, touch up, cleaning, taxes, permits (if applicable) and supervision required for the fabrication and complete installation of the dock door seals and dock bumpers.

All Dock Door Seals provided by Contractor shall be of the same manufacturer and model. All Dock Bumpers provided by the Contractor shall be of the same manufacturer and model. Dock Door Seals and Dock Bumpers may be from different manufacturers.

Contractor shall utilize Dock Door Seals and Dock Bumpers from a manufacturer(s) with a minimum of five (5) years of experience manufacturing the items. Manufacturer must have current ISO 9002 certification.

Contractor shall have a minimum of five (5) years installation experience with at least five (5) similar projects within the past five (5) years.

3.6 Warranty:

Warranty shall be the manufacturer's standard five (5) year frame warranty and a one (1) year warranty against defects in materials and workmanship on the remaining components. Unless otherwise specified, this guarantee extends for a period of one (1) year from the Date of Acceptance for both labor and materials.

Contractor shall be responsible for claims due to freight damage, including but not limited to damage not evident at the time of delivery. In the event equipment is damaged, Contractor shall promptly repair and/or replace the damaged equipment to minimize schedule delays. Added costs resulting from a delay shall be the Contractor's responsibility.

Contractor shall survey of completed work each morning and note all observed damages. Damages must be reported to the WSLCB by 9:00 a.m. Damages not reported within this time frame will be the Contractor's responsibility.

Contractor shall provide a site specific safety plan to the WSLCB prior to starting work. Contractor shall to attend and comply with WSLCB provided safety training. The safety plan and safety training must be completed and approved in writing by the WSLCB Safety Officer prior to commencement of work.

Contractor shall obtain and purchase required permits, fees, and inspections required by the State and City of Seattle Building Department.

Contractor shall ensure all Components are of standard design and fabrication by the manufacturer, so that all may be replaced or purchased at a future date without special charges or extended deliveries. Where non-standard components are required to meet the specification, the Contractor shall indicate the cost of such components separately and shall include all costs that are applicable to the bid.

The Bill of Materials for this work shall determined by the Contractor.

Upon completion of the work, Contractor shall provide two (2) sets of Maintenance Manuals. Manuals shall provide sufficient information to service and repair the Dock Doors Seals, including but not limited to:

- Prints of reference drawings
- Catalog information
- Illustrated parts breakdown
- Safety information
- Recommended general maintenance program
- Standard equipment maintenance and parts lists
- Purchase parts manufacturers

4. SITE VISIT/PRE-BID CONFERENCE:

An optional Site Visit/Pre-Bid Conference will be held at the time and location indicated below. During the Site Visit/Pre-Bid Conference Bidders shall inspect the area where the work will be completed to obtain a full understanding of the scope of work. If interpretations, specifications, or other changes to the solicitation are required as a result of the Site Visit/Pre-Bid Conference, the Procurement Coordinator may make amendments to the solicitation and provide those amendments by posting them on Washington's Electronic Business Solution (WEBS) at http://www.ga.wa.gov/webs.

Assistance for disabled, blind or hearing-impaired persons who wish to attend is available with prior arrangement with the Procurement Coordinator.

Site Visit/Pre-Bid Conference Date:	August 11, 2010
Site Visit/Pre-Bid Conference Time:	10:30 a.m. (PDT)
Site Visit/Pre-Bid Conference	Washington State Liquor Control Board
Location:	Distribution Center
	4401 E Marginal Way S
	Seattle, WA 98134

The site visit/pre-bid conference will begin at 10:30am. Please allow yourself adequate time to arrive, park and sign in. Once the site visit has begun, late arrivals may not be allowed to join the site visit.

5. AWARD

The Washington State Liquor Control Board intends to award a Purchase Order (PO) to the lowest responsive, responsible bidder on an all or none basis.

The Washington State Liquor Control Board does not represent or guarantee any minimum purchase. This solicitation does not obligate the Washington State Liquor Control Board to contract for goods and/or services specified herein.

6. REFERENCES

The WSLCB reserves the right to request references, after Quote submittal, to assist in determining the overall responsibility of the Bidder. The WSLCB reserves the right to reject any Quote submittal that upon receipt of the references, the Bidder receives unfavorable references.

7. POST AWARD CONFERENCE

The awarded contractor may be required to attend a post award conference scheduled by the Procurement Coordinator to discuss contract performance requirements. The time and place of this conference will be scheduled following contract award.

8. INSURANCE

The Awarded Contractor will be required to obtain insurance to protect the WSLCB should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of the Contractor or its agents, while performing work under the contract. The Contractor may be required to provide the WSLCB with proof of insurance upon request.

9. PRICING

The WSLCB seeks to award a purchase order for replacement of ten (10) Loading Dock Door seals and sixteen (16) Dock Door Bumpers that best meet the WSLCB's needs and offer best value.

Quote prices must include all Cost components needed for the replacement of ten (10) Loading Dock Door seals and sixteen (16) Dock Bumpers as described in this Solicitation document, including but not limited to materials, assembly, delivery, installation, labor, disposal, and all things necessary to complete the project. The proposed pricing should reflect the current market and include the costs of bid preparation and servicing of accounts.

Quotations for work must be held firm for a minimum of 60 days after the opening date specified to provide sufficient time for evaluation and award.

10. MISCELLANEOUS EXPENSES

Expenses related to day-to-day performance under any Contract, including but not limited to, travel, lodging, meals, incidentals will **not** be reimbursed to the Bidder. Pricing quoted by Bidder must include these costs.

11. PAYMENTS

The WSLCB will pay Contractor upon acceptance of goods and/or services provided and receipt of properly completed invoices, which should be submitted electronically to HQSupply@liq.wa.gov. If Contractor is unable to submit invoices electronically, invoices may be submitted by mail to:

Support Services PO Box 43090 Olympia, WA 98504

Contractor shall select only one (1) method for invoice submittal, either electronically or by mail.

Each invoice shall:

- State INVOICE
- Identify the invoice number and date
- Be identified by Reference Number K164
- Identify Contractor's Statewide Vendor registration number assigned by Washington State Office of Financial Management (OFM)
- Be in U.S. dollars
- Identify the applicable prompt payment and/or volume discount(s)
- Identify payee name and address in compliance with U.S. Postal regulations
- Describe and document, to the WSLCB'S satisfaction, a description of the goods provided and/or work performed, including dates.

 Be accompanied by documentation that confirms that services were performed or products were received.

The WSLCB may, in its sole discretion, terminate the contract or withhold payments claimed by the Contractor for goods and/or services rendered if the Contractor fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the WSLCB.

Payment shall be considered timely if made by the WSLCB within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor. Payment for materials, supplies and/or equipment received and for services rendered shall be made by WSLCB and be redeemable in U.S. dollars. Any bank or transaction fees or similar costs associated with currency exchange procedures or the use of purchasing/credit cards shall be fully assumed by the Contractor.

Hard copy credit memos, accompanied by a check, are to be issued when the WSLCB has been overcharged.

12. CONTRACTOR PERFORMANCE

All work is to be performed completely and in a professional manner to the satisfaction of the WSLCB.

13. HOURS OF WORK

To avoid interfering with DC operations, the majority of the work performed as a result of this solicitation will be completed Saturday through Sunday between the hours of 8:00am and 5:00pm. Actual hours of work shall be mutually agreed upon between the WSLCB and the awarded vendor.

14. EQUIPMENT AND SUPPLIES

The contractor shall furnish all necessary equipment and supplies to complete the proposed project. The Contractor shall be responsible to provide all tools and lifting equipment necessary for a complete and satisfactory removal and installation of the dock door seals and dock bumpers. All work products shall be designed and installed in accordance with manufacturer specifications and shall conform to applicable codes.

15. MATERIALS AND WORKMANSHIP

Contractor shall be required to furnish all materials, supplies, equipment and/or services necessary to perform Contractual requirements. Materials, supplies and workmanship used in the construction of equipment for this Contract shall conform to all applicable federal, state, and local codes, regulations and requirements for such equipment, specifications contained herein, and the normal uses for which intended. Materials, supplies and equipment shall be manufactured in accordance with the best commercial practices and standards for this type of materials, supplies, and equipment.

Contractor guarantees the material and equipment delivered under the Contract to be free from defects in design or workmanship and against damages caused prior to final inspection. Unless otherwise specified, this guarantee extends for a period of one (1) year from the Date of Acceptance for both labor and materials.

16. SITE SECURITY

While on WSLCB premises, Contractor, its agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

The Contractor will be required to check in with the WSLCB Security staff whenever on site. WSLCB Security staff will provide direction for site access.

17. WARRANTIES

Contractor warrants that all materials, supplies, services and/or equipment provided under this Contract shall be fit for the purpose(s) for which intended, for merchantability, and shall conform to the requirements and specifications herein. Acceptance of any materials, supplies, service and/or equipment, and inspection incidental thereto, by the WSLCB shall not alter or affect the obligations of the Contractor or the rights of the WSLCB.

18. INSPECTION AND REJECTION

The WSLCB's inspection of all materials, supplies and equipment upon delivery is for the purpose of forming a judgment as to whether such delivered items are what was ordered, were properly delivered and ready for Acceptance. Such inspection shall not be construed as final acceptance, or as acceptance of the materials, supplies or equipment, if the materials, supplies or equipment does not conform to contractual requirements. If there are any apparent defects in the materials, supplies, or equipment at the time of delivery, the WSLCB will promptly notify the Contractor. Without limiting any other rights, the WSLCB may require the Contractor to: (1) repair or replace, at Contractor's expense, any or all of the damaged goods; (2) refund the price of any or all of the damaged goods; or (3) accept the return of any or all of the damaged goods.

19. COST OF REMEDY

Cost of Remedying Defects: All defects, indirect and consequential costs of correcting, removing or replacing any or all of the defective materials or equipment will be charged against the Contractor.

20. SUBCONTRACTORS

The WSLCB will accept responses that include third party involvement only if the Bidder submitting the Response agrees to take complete responsibility for all actions of such Subcontractors. Bidder must state whether Subcontractors are/are not being used.

If applicable, Bidder shall identify all subcontractors who will perform services in fulfillment of contract requirements, including their name, the nature of services to be performed, address, telephone, facsimile, email, federal tax identification number (TIN), and anticipated dollar value of each subcontract: Bidder shall complete this section of the Submittal Document. The WSLCB reserves the right to approve or reject any and all Subcontractors that Bidder proposes. Any Subcontractors not listed in the Bidder's Response, who are engaged after award of the Contract, must be pre-approved, in writing, by the WSLCB.

Specific restrictions apply to contracting with current or former state employees pursuant to <u>Chapter 42.52 RCW</u>. Bidders should familiarize themselves with the requirements prior to submitting a Response.

21. ACCEPTANCE

Acceptance of each Dock Door Seal and Dock Bumper installed by the Contractor will be established through written documentation of the WSLCB's acceptance. The written

acceptance documentation shall verify that the entire project has been delivered, is fully installed and operational, and meets the requirements of the WSLCB as stated herein.

22. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES (MWBE)

In accordance with the legislative findings and policies set forth in RCW 39.19, the State of Washington encourages participation in all of its Contracts by Minority and Woman Owned Business Enterprise (MWBE) firms either self-identified or certified by the Office of Minority and Women's Business Enterprises (OMWBE). While the state does not give preferential treatment, it does seek equitable representation from the minority and women's business community.

23. QUOTE SUBMITTAL DOCUMENT

Bidder offers to furnish materials, equipment or services in compliance with all terms, conditions, and specifications herein including all amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions and certifies that all-necessary facilities, equipment, and personnel are available and established at the time of Ouote submittal.

Bidders are instructed to complete and submit the below document as their Quote Submittal.

Failure to complete or provide sufficient information in response to this RFQ may result in the Bidder's response being rejected as non-responsive.

RFQ K164 SUBMITTAL DOCUMENT

Bidder must complete and submit all sections of this Submittal Document as listed below:

- **▶** Bidder Information
- Ouote

SUBMITTAL INSTRUCTIONS

Complete Quotes must be received electronically on or before **August 19, 2010 at 5:00 p.m.** (**PDT**). Bidder must complete and submit all sections of this Submittal Document. Bidder may attach additional sheets as necessary. Bidder should:

- Attach the completed submittal document to a single email message and send it to the Procurement Coordinator at jsf@liq.wa.gov.
- > Clearly mark the subject line of the email: **RFQ-K164**, **Vendor Name**.
- ➤ The preferred software formats are Microsoft Word 2000 (or more recent version) and PDF. If this presents any problem or issue, contact the Procurement Coordinator immediately.
- ➤ To keep file sizes to a minimum, Bidders are cautioned not to use unnecessary graphics in their quotes.

Time of receipt will be determined by the e-mail date and time **received** at the WSLCB's mail server in the <u>jsf@liq.wa.gov</u> inbox. The "receive date/time" posted by the WSLCB's email system will be used as the official time stamp. The WSLCB is not responsible for problems or delays with e-mail when the WSLCB's systems are operational. If a Quote is late, it may be rejected.

Quotes should be submitted in the format described in this solicitation. All Quotes and any accompanying documentation become the property of the WSLCB and will not be returned. Incomplete Quotes may be rejected. Quotes submitted by fax, will not be accepted and will be considered non-responsive.

SUBMITTAL CHECKLIST

This checklist is provided for Proposer's convenience only and identifies the sections of this submittal document to be completed and submitted with each Response. Any response received without any one or more of these sections may be rejected as being non-responsive.

Product Data	
Proposer Information	
Subcontractor Information (If Applicable)	
Cost	

SUBMITTALS

1. PRODUCT DATA

- 1.1. Shall include, but need not be limited to:
- 1.2. Installation Plan: Proposed installation plan. It will be the Contractor's responsibility to verify and establish a detailed installation schedule.
- 1.3. Product Data Sheets: Bill of Materials with catalog and/or part number.
- 1.4. Submit Specification Sheets.
- 1.5. Manufactures Installation Instructions.
- 1.6. Provide owner's manuals.
- 1.7. Submit manufacturer dimensional drawings for dock door seals / bumper.
- 1.8. Submittal Timeline: Contractor shall provide submittals for the dock door seals and related equipment within ten (10) days after receipt of order.

2. BIDDER INFORMATION

Bidder Profile:	
Firm Name	
Street Address	
City, State, Zip	
Federal Tax ID Number	
UBI	
Website URL	
for the WSLCB. Bidder's	Authorized Representative who will be the principal point of contact Authorized Representative will serve as the focal point for business and administrative activities.
•	
Email:	
Ordering, Invoicing, and O Please designate points of will be available for users	contact for ordering, customer service and invoicing inquiries that
Order Placement:	
Contact Name:	
Telephone:	
Email:	

Invoicing:	
Contact Name:	
Telephone:	
Email:	
Customer Service:	
Telephone:	
Payment Options: YES NO Do you offer a	Prompt Payment Discount? If yes, please provide below.
Prompt Payment Discount	%days, net 30 days.
☐ YES ☐ NO Will you accept	pt the State's Purchasing Card (P-Card)?
☐ YES ☐ NO Will you accept	pt Electronic Funds Transfer (EFT)?
What other forms of payment do	you accept? Please list below.

<u>Warranty:</u>
Bidders should include a copy of the proposed Dock Door Seal and Dock Bumper Warranty(s) and latest dated manufacturer's cut sheet, or similar document.

3. SUBCONTRACTOR INFORMATION:

Contractor will be required to perform all work under this contract using his/her own employees carried on payroll or by using approved subcontractors. Where subcontractors are used in the performance of the contract, proposers will indicate as required with their response to seek approval. Contractor will be held responsible for all work performed or not performed by the subcontractor(s). Subcontractors will be required to bill through the Contractor.

If revisions are required in the subcontract assignment, new parties are to be proposed in advance of assignment, in writing to the WSLCB and the Contract Administrator.

All subcontractors are to submit a letter on company letterhead indicating the contract has been read, the standard terms and conditions reviewed and agreeing to all requirements presented. The subcontractors shall be required to meet all requirements established for Contractor staff.

If applicable, Bidder shall identify below all subcontractors who will perform services in fulfillment of contract requirements, including their name, the nature of services to be performed, address, telephone, facsimile, email, federal tax identification number (TIN), Washington State Uniform Business Identifier (UBI), and expected work to be performed of each subcontract:

Subcontractor 1	Subcontractor 2			
Name:	Name:			
Services:	Services:		,	
Address:	Address:	,	,	
Telephone	Telephone:			
Fax:	Fax:			
Email:	Email:			
Fed ID:	Fed ID:	,	,	
UBI:	UBI:			
Expected	Expected	,	,	
Work to be	Work to be			
Performed:	Performed:			
OMWBE certified: Yes	o OMWBE certified:	Yes	No	

4. PRICE QUOTE

<u>Instructions to Bidder:</u>

Bidder is instructed to enter pricing which includes all necessary materials, equipment, supplies, removal, disposal, installation, labor, and all things required to complete the replacement of ten (10) Loading Dock Door Seals and sixteen (16) Dock Bumpers as specified in this RFQ.

Loading Dock Door Seals and Dock Bumpers				
Item	Description	Unit Price	Qty	Total Price
1	Loading Dock Door Seals	\$	10	\$
2	Dock Bumpers	\$	16	\$
3	Delivery/Shipping (of all Dock Door Seals and Bumpers)			\$
4	Installation (including removal of existing Dock Door Seals and Bumpers)			\$
Disposal (including all removed Dock Doors Seals and Bumpers, debris, unused material, etc.)		\$		
•			Total Quote	\$

The authorized signatory below acknowledges having read and understood the entire solicitation and agrees to comply with the terms and conditions of the solicitation in submitting and fulfilling the offer made in its Proposal.

By submitting this Proposal, Bidder hereby offers to furnish materials, supplies, services and/or equipment in compliance with all terms, conditions, and specifications contained in this solicitation.

The signatory below represents that he/she has the authority to bind the company named below to the
Proposal submitted and any contract awarded as a result of this solicitation.

Proposer Signature	Company Name	
Title	Date	